

**Syllabus**

**Course Name:** Composition I  
**Course Number:** 1301  
**Semester & Year:** Fall 2022

**Instructor Information: Holly Mooneyham**

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**Emailing the Instructor:** Email the instructor from **your TC email address** with any questions or concerns. Please list your name and course in the “Subject” line. Response to emails typically occurs within 24 hours.

* **Textbook Information:**
* ENGL 1301 Classroom Learning Packet (available in TC Bookstore)
* **Materials needed:**
* *Computer and wifi;* **access to Internet is required for online classes**
* *Black or blue pen; pencil, highlighters; notebook paper* (for personal planning and organization of materials)
* **Course Description:**

An intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis. **Prerequisite:** cumulative3.0 OR completion of high school English I and II with a grade of B or higher in both courses. If they do not meet this requirement, they may take the TSI test and must score satisfactorily.

* **Student Learning Outcomes for the Course:**
  + 1. Demonstrate knowledge of individual and collaborative writing processes.
    2. Develop ideas with appropriate support and attribution.
    3. Write in a style appropriate to audience and purpose.
    4. Read, reflect, and respond critically to a variety of texts.
    5. Use Edited American English in academic essays.
* **Student Requirements for Completion of the Course:**

Students will write five to eight essays over the course of the semester that will include a research essay of 4-6 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of five sources. Essay topics will be based on the following strategies/modes: exposition (process analysis, comparison/contrast, definition, classification, cause and effect), argumentation/persuasive, description, narration, summary and/or evaluation. At least two essays will be written in class under supervision. Essays will be evaluated using Texarkana College Grading Rubrics. Students will take the English 1301 Departmental Pre-test and Post-test. Students will also complete grammar/mechanics lessons in a computer lab. Instructors will give information in class for accessing the lab assignments. All papers must be submitted to Turnitin.com.

**NOTE:** **Students who do not turn in an essay by the assigned due date may be dropped from the course for non-compliance**.

* Major essays be typed and double spaced to be accepted for grading.
* If major essays don’t include an edited rough draft and peer edit, the student’s test grade and daily grade will be affected.
* **Student Assessment:**

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| --- | --- |
| **Assignments and Assessments** | **Percentage of overall grade** |
| * Narrative Essay * Writing Process Test * Article Summary Response Essay * Persuasive/Argumentative Essay (Optional: Group Argumentative) * Research Paper/ Presentation * In-Class Definition Essay * In-Class Comparison/ Contrast Essay | 50% |
| * Daily Work * Grammar Lab in Moodle | 30% |
| * The Final Exam is seventh of your overall grade. | 20% |

* **Grading Scale:**

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| --- | --- |
| **Grade** |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

* **Class Schedule/ Class Assignment Calendar**

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| --- | --- |
| **Week** | **Assignments** |
| **Week 1**  August 17 | Class Information  Course Pre-Test |
| **Week 2**  August 22 | Steps in the Writing Process  Narrative Writing  Grammar Module #1: Sentence Fragments |
| **Week 3**  August 29 | Thesis/ Essay Structure/Development  Grammar Module #2: Comma Splices and Fused Sentences |
| **Week 4**  September 6 | Paragraph Development  Peer Edit Narrative Essay/ Revising and Editing  **Narrative Essay Due** |
| **Week 5**  September 12 | Comparison and Contrast Writing  TC Database/Library Orientation  **Writing Process Test**  Grammar Module #3: Subject/Verb Agreement |
| **Week 6**  September 19 | **In Class Essay 1: Comparison and Contrast Essay Due**  Article Summary Response Writing  Grammar Module #4: Commas |
| **Week 7**  September 26 | **Article Summary Response Essay Due**  Introduce Research Paper Sources Due /Research Paper Rough Outline Due  Evaluating sources /Purdue OWL  Grammar Module #5: Semicolons and Colons  September 29th- Half Day |
| **Week 8**  October 3 | Research Paper Sources Writing and Quiz  Research Paper- Sources Due  Works Cited Page Due  Grammar Module #6: MLA Guidelines |
| **Week 9**  October 12 | Research Paper Time (Outline, Intro, Thesis)  October 10- Holiday  October 11- Teacher Work Day |
| **Week 10**  October 17 | **Research Peer Editing and Final Due**  Presentations  Grammar Module #7: Quotation Marks |
| **Week 11**  October 24 | Intro to Argument  Grammar Module #8: Apostrophes |
| **Week 12**  October 31 | Argument Paper Structure (Outline, Intro and Thesis)  Grammar Module #9: Pronoun-Antecedent Agreement |
| **Week 13**  November 7 | Argument Time |
| **Week 14**  November 14 | **Argument Peer Edit and Final Due**  Nov. 18th- Last Day to Drop |
| **Week 15**  November 28 | Definition Writing  Grammar Module #10: Parallelism |
| **Week 16**  December 5 | **In Class Essay 2: Definition** |
| **Week 17**  December 12 | **Exam Review/ Exams** |

* **Attendance Policy:**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. Attendance is determined based on the online student’s participation in the weekly assignments and writings. Failure to log-in and access weekly material and/or meet due dates and deadlines constitutes ABSENCES.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

**Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence(s).**

**Experience demonstrates that regular participation in coursework enhances academic success. As such, students are expected to meet the requirements of their registered courses.**

A student should not stop performing in an online class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops performing in the class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of activity for students receiving a grade of “F” or “W”.

**Withdrawal** from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**Excused Absences:**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

**Responsibility for work missed for any absence is placed on the student.** Instructors are required to allow students to make up work missed if the absence is due to an excused absence when students follow the correct notification procedures. **Instructors are not required to allow students to make up work for absences due to other reasons.**

**Maximum Allowable Absences:**

After official registration, **4 unexcused absences or failure to log-in and access online material for two weeks will be the maximum allowable** before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Make-up Policy:**

If the student misses assigned work, it is the student’s responsibility to make arrangements to complete the assignments within one week. **However, forums and activity grades cannot be made up unless arrangements are made with the instructor via email.**

**The student is responsible for turning essays in on time.** Ten points will be deducted for every day the essay is late.

**NOTE:** Students must submit ALL assigned essays in order to receive a passing grade for the course. **Students who do not submit essays within two weeks of the assigned due date may be dropped from the course for non-compliance**.

**Academic Dishonesty Policy/Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”. This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way. You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Drop Date:**

The official drop date for the course is**: \_November 18, 2022\_.** This is the last date for the student to drop this course with a **W.**

**Viewing Grades:**

Grades are available for viewing throughout the semester under the student’s MyTC portal.

**TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors.

**Student Support, Computer Access, Tutoring:**

* **Library Hours**

M-Th 7:30 a.m. – 9 p.m. F 7:30 a.m. – 4 p.m. Sunday 2-9 p.m.

* **Student Support Services (Tutoring) in library second floor**

M-Th 8 a.m.-7 p.m. F 8 a.m. -4 p.m. Sunday 2-9 p.m.

* **Testing Center (Library first floor)**

M-Th 8:30 a.m. – 6 p.m. F 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.

* **Help Desk – TC Login Problems**

**903-823-3030** M-Th 8 a.m. – 5 p.m. F 8 a.m.-4 p.m.

**Tests/Quizzes:**

A pre- and post-test will be given in class. The pre-test is given to provide the instructor with strengths and weaknesses of students regarding grammar, mechanics, and sentence structure. The post-test will be given at the end of the semester. Other quizzes may be given throughout the semester.

**Essays:**

First, instructions about the format and requirements of the essay will be covered. Then, the student will be asked to complete prewriting/planning in order to write the essay. Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing.

**Major Essays:**

Several major essays will be assigned throughout the semester. Each essay has specific content and organization requirements. These essays will also require planning and prewriting. Support and examples will be provided throughout the course.

**Submission requirements for major essays are as follows:**

* All essays must be MLA formatted, typed and double-spaced using 12-point Times or Times New Roman font
* Turn in final draft with a front page header, and running header, and a title on the first page
* The running header appears in the upper-right hand corner with the student’s last name and the page number
* The first page should include a title centered above the first line of the essay

**REMINDER:** **Students who do not submit essays within two weeks of the assigned due date may be dropped from the course for non-compliance**.

**Evaluation of Essays:**

Essays will be evaluated and graded within **three weeks** of when the essay is turned in. Feedback will be provided to help the student grow as a writer.

**Plagiarism:**

One of the goals of this course is to teach students how to document sources appropriately. Any violation of plagiarism can result in an automatic failure of the course. In most cases a student will receive a zero on the paper and will not be allowed to revise the paper.

**Research Paper:**

**ATTENTION: The Research Paper must be submitted and accepted for grading to receive credit for this course. Students who do not submit a Research Paper, or who submit a paper that is not accepted for grading, will be dropped from the course.**

**Papers that do not include the following components will not be accepted for grading, and students will receive a 0 for all components of the Research Paper.**

**Paper MUST include:**

* **Works Cited page with ALL listed sources cited in the paper**
* **A MINIMUM of 5 sources must be used in the paper**
* **The FINAL PAPER is a minimum of 4-6 pages (automatic deduction of 20 points per page for each page short of five pages)**

The Research Paper is assigned with step-by-step instructions and components (parts). **Grades will be given for components of the Research Paper as assigned and cannot be completed for a late grade.**

**The final Research Paper** will be submitted using the same method as all essays. **The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics.**

**Directions for Accessing the Texarkana College Databases:**

* 1. Go to the Texarkana College Website.
  2. Click on the Library link at the bottom of the page.
  3. Click on Electronic Resources and Databases on the left side of the page.
  4. Click on one of the Databases (general or specific subject databases are available).
  5. Type in your Username and Password.
  6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

**Rough Drafts:**

**Students must submit a typed rough draft on the day that it is due. Failure to do so may result in points deducted on the final essay grade.**

Students who do not submit a **rough draft of the research paper** on the day that it is due will **not** be allowed to hand in the final paper. In order to be successful, students should approach the rough draft as if they are writing a final draft. This gives the student ample time to reflect on and improve content and to find and correct grammatical and mechanical errors.

**Grammar/Mechanics Lab:**

Throughout the semester, students are assigned activities covering grammar and mechanics in an online lab set up for this class. Students will be given instructions for accessing the lab within the online course.

**Class Policies:**

* Go online frequently and read the week's posts and assignments for the course.
* If you have ANY TECHNOLOGY issues, contact Texarkana College IT as soon as possible. The instructor cannot help you with any issues related to your ability to access wifi, your email, or this course.
* Submit assignments before the submission portal closes.
* Post in all FORUMS as they are used to check your attendance and participation.
* Follow online etiquette guidelines.
* Check your TC email at least twice weekly for instructions and clarifications.
* Communicate! If you have any questions, concerns, problems, etc., email me through my TC email: **\_Holly.Mooneyham@texarkanacollege.edu\_** I cannot help you if I do not know about your issues.
* Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

**Please add the number for Campus Police to your cell phone: 903-823-3330.**

**When on campus, all emergency calls should go to TC Campus Police, then 911 if needed.**

***Final note~***

Everything we do in this course is designed to help you have a successful college career. If something is going on in your personal life that interferes with your success in this class, I cannot help you if you do not communicate with me. I am looking forward to working with each one of you this semester!

**NOTE***: The above guidelines are subject to amendment by the instructor at any point during the semester. Students will be notified if any changes occur.*

**Disability Statement:**

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact **Tonja Blasé at 903.823.3349**, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

If a student qualifies for accommodations from the TC Director of Disability Services indicating that he or she has a disability that requires academic accommodations, the director will send an email to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Needs Statement:** Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in this course or ability to remain in school, is urged to contact

**Tonja Blasé, Director of Student Retention, at 903.823.3349**, for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

**Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

* Webcam, microphone, and speakers or headphones
* Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
* Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
* Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
* Able to run Microsoft Office which will be provided free to TC students
* Adobe Reader or another PDF viewer
* Antivirus software such as Windows Defender or another 3rd party anti-virus solution
* The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

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